

Interstate Compact for Adult Offender Supervision

Effective: August 1, 2004

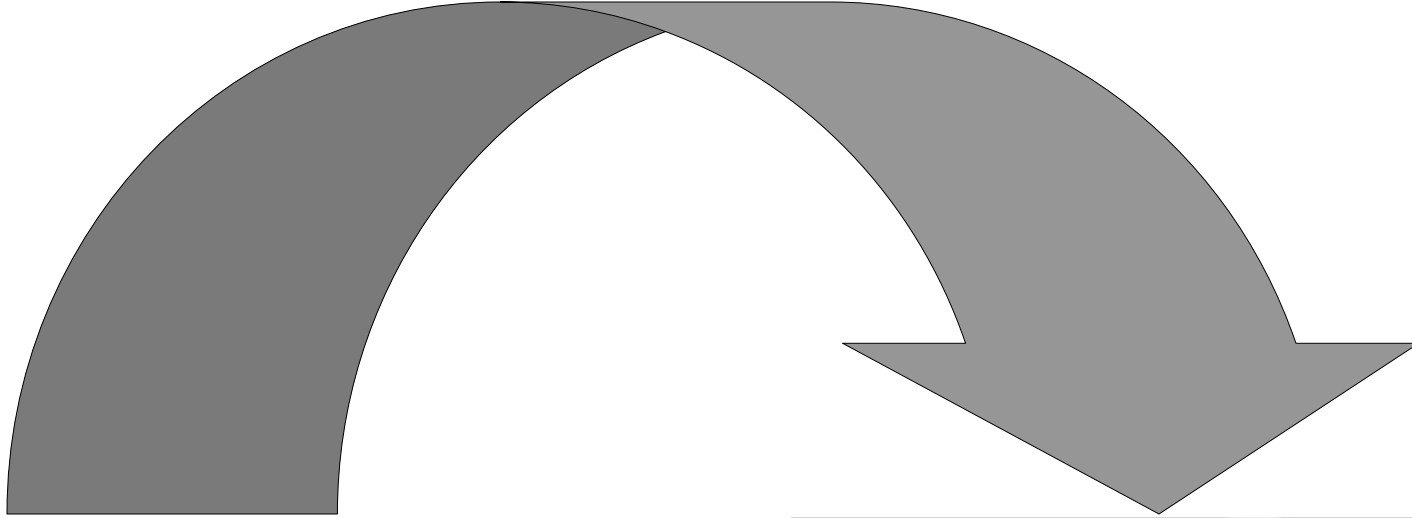
Revised: February 2005

INTERSTATE INFORMATION

- MDOC Email Addresses:
 - For Probation: ISCPROB@michigan.gov
 - For Parole incoming: ISCPARIN@michigan.gov
 - For Parole outgoing: ISCPAROUT@michigan.gov
- Michigan Interstate Compact Unit
Michigan Department of Corrections
Grandview Plaza Building
206 E. Michigan Ave.
P.O. Box 30003 517-335-1370
Lansing, Mi. 48909 517-241-5789 fax

FORMS REFERENCED IN THESE INSTRUCTIONS CAN BE
ACCESSED AT THE END OF THIS PRESENTATION.

Transfer Out Process



Offenders Leaving Michigan Without Permission

- If an offender under supervision is allowed to leave Michigan without permission of the other state, Michigan will be held responsible for the actions of the offender while in the other state. The Interstate Commission has been created to enforce compliance and has the authority to sanction noncompliant states. Sanctions can include fines and expulsion from the Compact.

Offender shall be eligible

- **Has at least six months of supervision remaining for transfers out of Michigan; and**
- **Is in Substantial Compliance with the terms of supervision in Michigan; and**
- **Has a valid Plan of Supervision; and**
- **Is a resident of the receiving state; or has resident family in the receiving state who indicate a willingness and ability to assist and the offender can obtain employment or has other means of support.**
- **For good cause shown, the other state may consent to the transfer of an offender who does not qualify for transfer of supervision.**

Misdemeanant Offender shall be eligible

**Must have been sentenced to at least one year of supervision;
and for one of the following offenses:**

- a) An offense in which a victim has incurred direct or threatened physical or psychological harm; or**
- b) A second or subsequent misdemeanor offense of driving while impaired by drugs or alcohol; or**
- c) An offense which requires sex offender registration in Michigan; or**
- d) An offense involving the use or possession of a firearm; and**

- **Has at least six months of supervision remaining for transfers out of Michigan; and**
- **Is in Substantial Compliance with the terms of supervision; and**
- **Has a valid Plan of Supervision; and**
- **Is a resident of the receiving state; or has resident family in the receiving state who indicate a willingness and ability to assist and the offender can obtain employment or has other means of support.**



For good cause shown, the other state may consent to the transfer of an offender who does not qualify for transfer of supervision.

Definitions



A) Compliance

Means an offender is abiding by all terms and conditions of supervision, including payment of restitution, family support, fines, court costs or other financial obligations imposed by the sending state.

B) Substantial Compliance

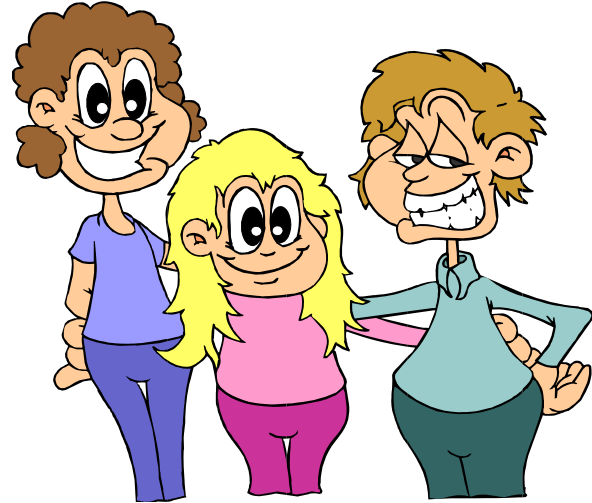
Means an offender is sufficiently in compliance with the terms and conditions of his/her supervision so as not to result in initiation of revocation of supervision proceedings by sending state.

C) Resident of receiving state



Means a person who has continuously inhabited a state for at least one year prior to the commission of the offense for which the offender is under supervision; and intends that such state shall be the person's principal place of residence; and has not, unless incarcerated, relocated to another state or states for a continuous period of six months or more with the intent to establish a new principal place of residence.

D) Resident Family



Means a parent, grandparent, aunt, uncle, adult child, adult sibling, spouse, legal guardian, or step-parent who;

- 1) has resided in the receiving state for 180 days or longer as of the date of the transfer request; and
- 2) indicates willingness and ability to assist the offender as specified in the plan of supervision.

Employment

The responsibility rests upon Michigan to verify employment or means of support for an offender who is not a resident of the receiving state.



Application Fee

To begin the process of requesting
a transfer to another state the offender
must first pay a nonrefundable application fee in the amount of
\$100.00



Application Fee Procedure

- The fee for MDOC offenders is to be paid in accordance with the process established for the payment of supervision fees.
- The payment must clearly be identified as being for the Interstate Application Fee.
- MDOC field agents shall verify payment has been received. This can be done by contacting the Regional Fee Collection Unit if necessary.
- District Court Probation Officers shall follow local procedure for the receipt and processing of the Application Fee.

Offender shall not travel until:

Completed application has been submitted;



Receiving state has investigated and approved the transfer.

Transfer Packet Preparation

- CFJ-153 Transfer Request
- CFJ-166 Offender's Application for Interstate Compact Transfer
- CFJ-416 Consent to Random Drug or Alcohol Testing and to Searches Based on Reasonable Suspicion
- CFJ-419 Authorization to Release Medical and Psychological Information



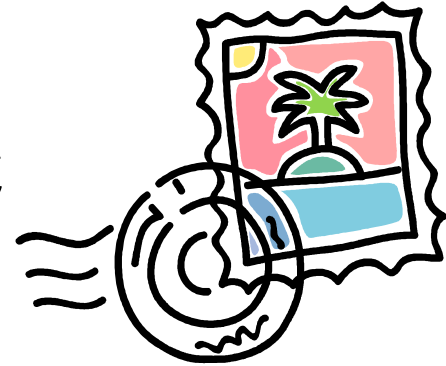
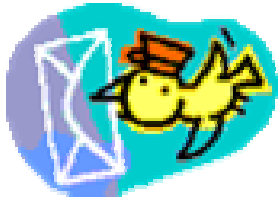
Transfer Packet Preparation Cont'd

- Probation/Parole Order
- Judgment/Commitment Order
- Presentence Investigation Report that includes: criminal history, instant offense details including the type and severity of crime
- Photograph: Use State I.D, drivers license with picture, jail or institution photo or supervising office photo. Photocopies are allowed.
- Conditions of Supervision
- DD-4 if offender is subject to sex offender registry

Completed Transfer Packet

- Mail 2 copies of the transfer packet to MDOC Interstate Compact Unit

Grandview Plaza Building
206 E. Michigan Ave.
P.O. Box 30003
Lansing, Mi. 48909



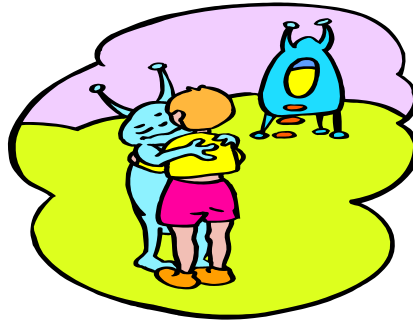
**Offender shall not travel until
the receiving state has accepted the transfer.**



**Acceptance or denial of the transfer should
be received in approximately 45 days after
receipt of the transfer request in the receiving state.**

Departure Notification

**Once the transfer acceptance has been received,
fax a CFJ-107B and CFJ-118,
to the MDOC Interstate Compact Unit
upon the offender's departure.**



**A receiving state may withdraw its reporting instructions if
the offender does not report to receiving state as directed and shall
immediately notify Michigan.**

Exceptions

A request may be made to allow an offender to relocate prior to transfer acceptance under the following circumstances:

1. Probationer residing in the receiving state at time of sentencing; or
2. Offender is a resident of receiving state (e.g. college students); or
3. Expedited transfer request (emergencies); or
4. Other compelling reason (e.g. employment or military transfers).

Exception Process

Offender shall not travel until:



1. Offender has paid the application fee; and
2. Michigan has verified residence (rent receipts, drivers license, pay stubs, tax forms, or bills); and
3. Transfer packet is faxed to the MDOC Interstate Compact Unit; and
4. Except in the case of a probationer residing in the receiving state at the time of sentencing, offender may not leave until approved reporting instructions are received from the MDOC Interstate Compact Unit.

Transfer Packet:

Probationer residing in Receiving State at time of sentencing

The transfer packet is to include:

- **CFJ-218 Request for Reporting Instructions**
- **CFJ-118 Travel Permit**
 - **The CFJ-118 may not exceed 7 days.**
- **CFJ-107B Notice of Departure**
- **CFJ-153 Transfer Request**
- **CFJ-166 Offender's Application for Interstate Compact Transfer**
- **CFJ-416 Consent to Random Drug or Alcohol Testing and to Searches Based on Reasonable Suspicion**
- **CFJ-419 Authorization to Release Medical and Psychological Information**

Transfer Packet Cont'd:

- Probation/Parole Order
- Judgment/Commitment Order
- Presentence Investigation Report that includes:
criminal history, instant offense details including the
type and severity of crime
- Photograph: Use State I.D, drivers license with
picture, jail or institution photo or supervising office
photo. Photocopies are allowed.
- Conditions of Supervision
- DD-4 if offender is subject to sex offender registry

Offender is allowed to immediately leave the state.

**Michigan Agent retains supervisory responsibility until
receiving the Notice of Arrival.**

Transfer Packet:

Other Listed Exceptions

(See Previous List of Exceptions)

The transfer packet includes:

- **CFJ-218 Request for Reporting Instructions**
- **CFJ-153 Transfer Request**
- **CFJ-166 Offender's Application for Interstate Compact Transfer**
- **CFJ-416 Consent to Random Drug or Alcohol Testing and to Searches Based on Reasonable Suspicion**
- **CFJ-419 Authorization to Release Medical and Psychological Information**

Other Listed Exceptions Cont'd.

- Probation/Parole Order
 - Judgment/Commitment Order
 - Presentence Investigation Report that includes: criminal history, instant offense details including the type and severity of crime
 - Photograph: Use State I.D, drivers license with picture, jail or institution photo or supervising office photo. Photocopies are allowed.
 - Conditions of Supervision
 - DD-4 if offender is subject to sex offender registry
-
- Offender may not leave until approved reporting instructions have been received from the MDOC Interstate Compact Unit.
 - Once reporting instructions have been received, the Michigan Agent shall complete the CFJ-118 and CFJ-107B and give copies to the offender and fax to MDOC Interstate Compact Unit. Offender may be allowed to travel to Receiving State.
-
- The Michigan Agent retains supervisory responsibility until receiving the Notice of Arrival.

The Transfer In Process



Offender shall be eligible and Michigan shall accept supervision if the offender:

- Is in substantial compliance with terms of supervision in sending state; and
- Has at least three months of supervision remaining; and
- Is a resident of Michigan, or has resident family in Michigan who are willing and able to assist as specified in the plan of supervision and the offender can obtain employment or has visible means of support.



Michigan may, for good cause, accept supervision of an offender who does not otherwise qualify for transfer of supervision.

Misdemeanant Offender shall be eligible

**Must have been sentenced to at least one year of supervision;
and for one of the following offenses:**

- a) An offense in which a victim has incurred direct or threatened physical or psychological harm; or**
- b) A second or subsequent misdemeanor offense of driving while impaired by drugs or alcohol; or**
- c) An offense which requires sex offender registration in Michigan; or**
- d) An offense involving the use or possession of a firearm; and**

- **Has at least six months of supervision remaining for transfers out of Michigan; and**
- **Is in Substantial Compliance with the terms of supervision; and**
- **Has a valid Plan of Supervision; and**
- **Is a resident of the receiving state; or has resident family in the receiving state who indicate a willingness and ability to assist and the offender can obtain employment or has other means of support.**



For good cause shown, the other state may consent to the transfer of an offender who does not qualify for transfer of supervision.

Definitions



A) Compliance

Means an offender is abiding by all terms and conditions of supervision, including payment of restitution, family support, fines, court costs or other financial obligations imposed by the sending state.

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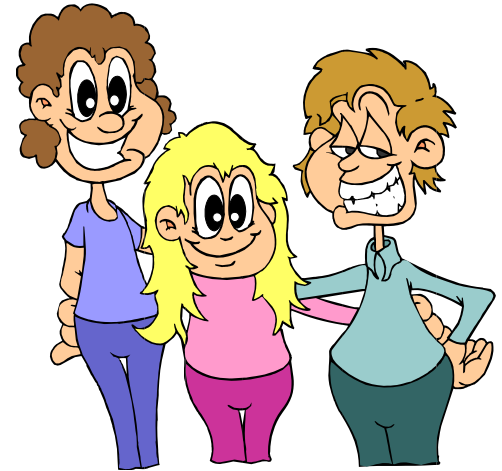
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C) Resident of receiving state



Means a person who has continuously inhabited a state for at least one year prior to the commission of the offense for which the offender is under supervision; and intends that such state shall be the person's principal place of residence; and has not, unless incarcerated, relocated to another state or states for a continuous period of six months or more with the intent to establish a new principal place of residence.

D) Resident Family



Means a parent, grandparent, aunt, uncle, adult child, adult sibling, spouse, legal guardian, or step-parent who;

- 1) has resided in the receiving state for 180 days or longer as of the date of the transfer request; and
- 2) indicates willingness and ability to assist the offender as specified in the plan of supervision.

Employment

As part of the investigation, Michigan should determine if the employment or means of support is adequate for the offender to succeed.



Transfer Acceptance

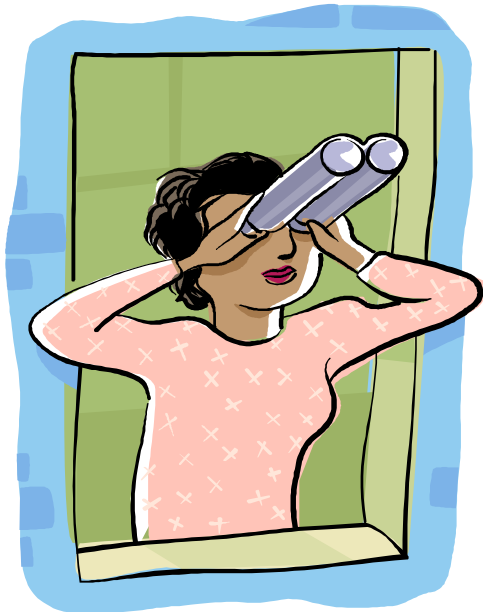
A transfer investigation and response shall be completed within 14 calendar days of receipt in the field office.



Complete CFJ-418 and email to MDOC Interstate Compact Unit.

In order to ensure timely processing, enter the subject line in the email as “CFJ-418, Offender Name and MDOC Number.”

- A departure notice will be received in Michigan once the offender is allowed to leave the sending state.



- The Michigan agent must immediately attempt to locate an offender who does not report as directed in the Departure Notice.

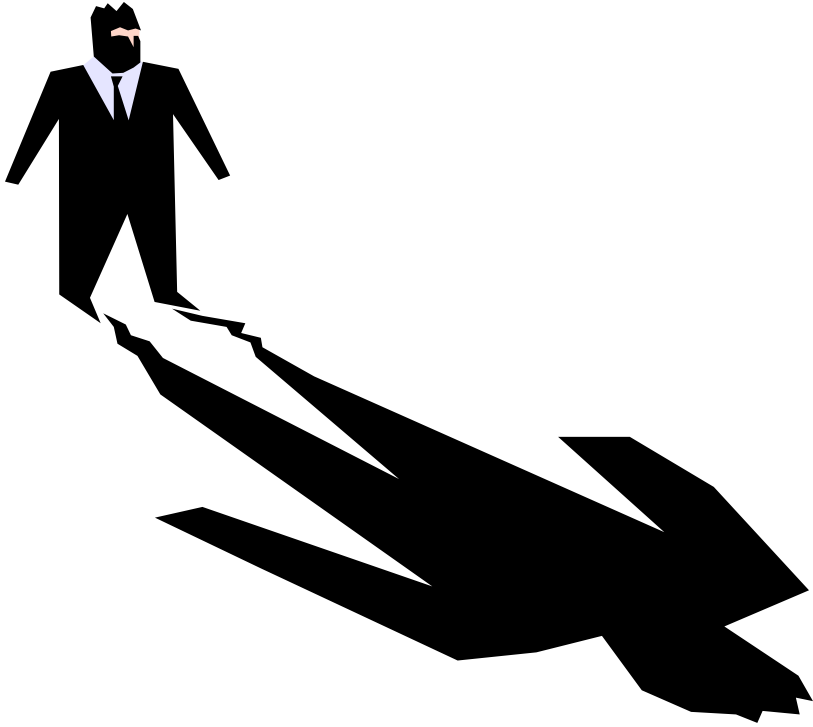


The Michigan Agent must email the MDOC Interstate Compact Unit within 1 business day advising that an offender has not reported and cannot be located.

- The MDOC Interstate Compact Unit will notify the sending state that the offender has absconded and Michigan has withdrawn reporting instructions.

In order to ensure timely processing, the subject line in the email must read “Absconder, Offender Name and MDOC Number.”

Supervision of Offenders



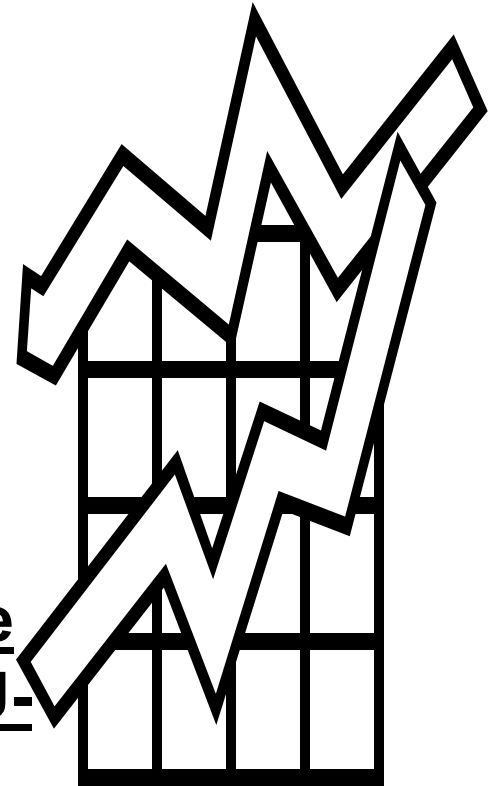
Supervision

- **The Michigan agent shall email a CFJ-107A to the MDOC Interstate Compact Unit within 1 business day of the offender reporting in Michigan. In order to ensure timely processing, the subject line in the email must read “CFJ-107A, Offender Name and Number.”**
- **Michigan shall supervise an interstate offender consistent with the supervision of other similar offenders sentenced in Michigan in accordance with established Policy and Procedure.**
- **A Supervision Fee shall be assessed on all Compact cases in accordance with established Policy and Procedure.**
- **Duration of supervision is determined by the sending state.**

Progress Reports

- CFJ-136, Progress reports are to be provided annually, upon closure and upon request from the sending state for good cause.
- Email the CFJ-136 to the Michigan Department of Corrections Interstate Compact Unit.

In order to ensure timely processing the subject line in the email must read “CFJ-136, Offender Name and MDOC Number.”



Violation Reports

- Michigan shall notify the sending state of significant violations within 30 days of becoming aware that a violation has occurred. The field agent shall use the CFJ-417.
- The MDOC Agent shall use established PV policy and procedure as a guide for PV processing.
- Parole agents shall use the CFJ-420 in serving parole violation charges. No waiver of a parole violation probable cause hearing shall be accepted unless accompanied by an admission by the parolee to one or more significant violations.
- The field agent shall complete the CFJ-417, attach the PV packet, and mail to the MDOC Interstate Compact Unit. (If the CFJ-417 requires expedited processing due to the serious nature of the violation, email it to the MDOC Interstate Compact Unit. The subject line in the email must read “CFJ-417, Offender Name and MDOC Number.”)

DEFINITION

Significant violation:

- Means an offender's failure to comply with the terms or conditions of supervision that, if occurring in the receiving state, would result in a request for revocation of supervision.



VIOLATION RESPONSES

A sending state shall respond to a violation, using a CFJ-414 no later than 10 business days following receipt of the violation report.

Response shall include action to be taken, date action will begin and estimated completion date.



The field agent shall email the completed CFJ-414 to the MDOC Interstate Compact Unit. The subject line in the email must read “CFJ-414, Offender Name and MDOC Number.”

Closing Supervision

Michigan may close and discontinue supervision of an offender upon:

1. Date of discharge (termination) of supervision.
2. Notice to sending state that the offender has absconded supervision.
3. Notice to sending state that the offender received a new sentence of incarceration for 180 days or longer.
4. Notification and proof of the offender's death.

*** Note: Michigan shall not terminate supervision of an offender while the sending state is processing the offender's return for violation.**



Closing Supervision Process

- **Complete CFJ-415 and forward with required attachments to the MDOC Interstate Compact Unit by mail.**
 - **Reason for case closure should be checked and closure date should be documented in the appropriate place.**
 - **Include last known address and employment in the comment section.**
 - **A death certificate must accompany a CFJ-415 that is being processed due to death.**
 - **Attach judgment of sentence if an offender received a new sentence of incarceration for 180 days or longer.**

Closing Supervision – Transferred Offender Returning to Sending State

- If a transferred offender needs to return to the sending state, a CFJ-218 shall be completed and faxed to the MDOC Interstate Compact Unit.
- MDOC Interstate Compact Unit will provide reporting instructions upon receipt from the sending state.
- The Michigan field agent prepares the CFJ-118 and CFJ-107B and provides copies to the offender allowing them to return.
- The field agent completes the CFJ-415.
 - **Reason for case closure should be checked and closure date should be documented in the appropriate place.**
 - **Include last known address and employment in the comment section.**
 - **Faxes the CFJ-415, 118 and 107B immediately to the MDOC Interstate Compact Unit.**
 - **Michigan may close and discontinue supervision.**

Questions

An email address is available to direct questions to the Michigan
Interstate Compact Unit.

Questions will be answered as quickly
as possible.

Email Address:

ISC-HELP@michigan.gov

General Instructions on
how to fill out an ICAOS
form.



Interstate Commission for Adult Offender Supervision

(Revised 10/07/04)

REQUEST FOR REPORTING INSTRUCTIONS CFJ-218

To: (Sending or Receiving State) Name of State where form is being sent	Date: 1/26/05	Type of supervision: <input checked="" type="checkbox"/> Parole <input type="checkbox"/> Probation <input type="checkbox"/> Other:	Is this case: <input type="checkbox"/> Sex offender <input type="checkbox"/> Victim sensitive
From: (Sending or Receiving State) This will always be Michigan	Phone #: Michigan Interstate Compact phone number only 517-335-1370	Fax #: Michigan Interstate Compact fax number only 517-241-5789	

OFFENDER INFORMATION

Offender's full name (last, first, MI): Doe, John J.		Offender number: Enter offender number in the appropriate space below Sending state#: MI# 123456 number from sentencing state Receiving state#: number from supervising state		
AKA: Lefty				
SS #: (if available) 123-45-6789	FBI#: (if available) 12354LK	Sex: M	Race: Hispanic	DOB: 2/28/68

REASON FOR REQUESTING REPORTING INSTRUCTIONS

Reason for RI: Note: submitting state must explain reasons for RI request if box 2, 3 or 5 is checked.

<input checked="" type="checkbox"/> 1. Probationer living in receiving state at time of sentencing. If checked, include verification Verified by: PA Jones Date: 2/2/2005	<input type="checkbox"/> 4. Transferred offender returning to sending state.
<input type="checkbox"/> 2. Offender is resident of receiving state* If checked, include verification: Verified by: Date:	<input type="checkbox"/> 5. Other compelling reason (explain): If checked provide specific explanation.
<input type="checkbox"/> 3. Expedited transfer request (explain): If checked, explain the rationale for expediting.	

RESIDENCE & EMPLOYMENT

Residence and employment must be VERIFIED		Date(s) of verification: 1/26/05		
Offender will reside with: Jane Doe	Relationship: Wife	Telephone #: 888-123-4567		
Street address: 1234 Strange Ave.	City: Happy	State: Ohio	Zip: 48957	
Offender's employment: The Air Port Grill				
Employer's street address: 5466 Haven	City: Happy	State: Ohio	Zip: 48957	Telephone #: 888-123-9876
Offender's employment supervisor:			Offender's job title:	

Form continued on next slide

OFFENSE INFORMATION			
<input checked="" type="checkbox"/> Felony		<input type="checkbox"/> Misdemeanor	
<input type="checkbox"/> Other:			
Instant offense(s): OUIL 3rd Child Endangerment	Description(s): Drinking and driving. There were children in the vehicle	Length of sentence: 5 years	
Supervision start date(s): 8/11/04	Supervision expiration date(s): 8/11/09		
Special Conditions: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	List Conditions: No Alcohol/ No Bars, Complete substance abuse treatment		
HISTORICAL INFORMATION			
History of assault: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		History of sex offense: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Please explain all "Yes" checks:			
Supervising Officer/Location: PA Ralphie Jones (MDOC 3 letter location code or District Court Number, ie PLA, QLA, 54- A District Court)	Date: 2/3/2005	Compact Administrator/Designee: Cynthia N. Johnson	Date: 2/3/2005
RESULTS			
****Interstate Compact Use Only****			
Reporting instructions are:		<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED	
Offender to report by: <input type="checkbox"/> phone <input type="checkbox"/> in person	Date to Report:	<input type="checkbox"/> within hours of arrival	<input type="checkbox"/> immediately upon arrival
<input type="checkbox"/> Subject has reported pursuant to authorized Reporting Instructions		Date:	
Report to address:	City:	State:	Zip:
Report to: <input type="checkbox"/> Officer of the Day <input type="checkbox"/> Other:			Phone #:
Reasons for denial/comments/special instructions:			
Receiving Compact Administrator/Designee:		Date:	